

INTEGRATED STUDIES PROGRAM PROCEDURES AND GUIDELINES

Welcome to the Integrated Studies Program. We hope that you are excited about entering the program and endeavoring on a new journey. The program is designed to facilitate your academic and personal growth. First and foremost, please know that we are available to assist you in any way possible to help you succeed. That being said, let's move on to the substance of the program.

GOAL/MISSION

All students will become life-long learners who demonstrate and communicate interconnected knowledge, critical thinking, and problem solving skills as citizens of a global society.

GRADING

Because this is a project-based course and program, you will need to participate fully, complete assignments and projects in a timely manner, and consult with your advisor on a regular basis. The majority of your final marking period grades will be projects, however you will have ongoing smaller assignments, as well as participation grading. Projects will have varying weights, but they will count for 45% of your marking period grade. Daily and weekly assignments (including traditional quizzes and tests) will contribute to 30% of your grade, and participation (including behavior and readiness) and consultation will be 25% of your grade. Your grades will constantly be available to you, and extra credit assignments may be awarded provided that you have shown ample effort and genuinely need extra credit points. Extra credit is **not** an opportunity to provide constantly insufficient work and then boost your grade before the end of the marking period. You must show effort and participation throughout the marking period to be eligible for extra credit.

PLAGIARISM and CHEATING

Since we will be using computers to complete many, if not all, assignments for this program, the risk for plagiarism ("the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work") is very high. Please note that plagiarism is a very serious offense. In colleges and universities across the country, plagiarism is grounds for failure for a course and review by a disciplinary board. While that will not occur in this course, you will automatically receive a zero for your work (as it takes zero effort to copy) and only have the opportunity to earn 50% if you choose to redo your work on your own. Additionally, I consider any type of translation tools to be cheating. In the beginning of the year and throughout, I will be assessing your level of communication. If I suspect that you may have used translation tools (or other resources), I will ask you to translate your work and prove that you know and understand the work you completed. If you cannot do so, I will consider this cheating and the previous policy listed about will be

invoked. Please take care in the work that you do. I would rather see you complete your own work with errors than cheat and receive partial or no credit.

PARTICIPATION

In order to learn as much as possible in this course, full participation is absolutely necessary, especially during seminar time. **Sleeping is absolutely prohibited in class and seminar and will result in a 0 for your participation grade and eliminate any possibility of extra credit for the marking period. If you are sick, please ask for permission to see the nurse and you will receive a pass.** Additionally, we ask that you take the effort and attempt to participate as much as possible via online discussions, communications via email, and in person interactions in the classroom. Get involved and get excited!

RESPECT FOR OTHERS

Respect for others (students, teachers, administrators, school staff, etc.) is essential to the learning process. Furthermore, as your teacher, your actions are a reflection upon yourself and your teachers. Disrespect, rudeness and emotional/physical violence will NOT be tolerated. If you cannot control yourself, tell me or another teacher and we will help you resolve the problem. Furthermore, personal attacks against another person's race, ethnicity, religion, sexual orientation, etc. will NOT be tolerated. Disciplinary measures will include lunch detentions, misconduct referrals, parent phone calls and/or removal from the classroom. **Please think before you act.**

FINAL NOTES

Please note that even though we are your teachers, you determine the success of this program and your own learning. Due to the independent nature of this program, you need to be accountable for your time, your learning and your assignments. We are always around to help, but we cannot read your mind and know your questions unless you ASK. Let's make this program a success!

By signing below, I acknowledge that I understand and respect the rules, policies and guidelines of the Interstudies Program. I will do my best to ensure student success and learning in the classroom and ask for help whenever needed.

X _____

Date:

Student Signature

X _____

Date:

Parent/Guardian Signature